

STATE OF MONTANA
SECRETARY OF STATE
RECORDS MANAGEMENT BUREAU
GENERAL RECORDS RETENTION SCHEDULE

Records Category ▶ **RECORDS MANAGEMENT**

General
Schedule Number ▶ **7**

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Records Inventory Worksheet	Records Management Agency				Destroy when superseded
2	Transmittal of Records	Records Management Agency				Destroy when superseded Destroy after records are disposed
3	Records Service Request	Records Management Agency	1 year 1 year	3 years	4 years 1 year	Destroy Destroy
4	Records Disposal Request	Records Management Agency	2 years 3 years		P 3 years	Archives Destroy
5	Records Disposal Request Continuation Sheet	Records Management Agency	5 years 3 years		P 3 years	Archives Destroy
6	Agency Billing Summary	Records Management Agency	2 years 3 years	2 years	4 years 3 years	Destroy Destroy
7	Microfilm Project Request	Records Management Agency				Destroy when project completed
8	Microfilm Service Request	Records Management Agency	1 year 1 year	3 years	4 years 1 year	Destroy Destroy
9	Records Reference Request	Records Management Agency	1 year 1 year	3 years	4 years 1 years	Destroy Destroy